



TOWN OF TEWKSBURY

**TOWN HALL
1009 MAIN ST
TEWKSBURY, MASSACHUSETTS 01876**

FINANCE COMMITTEE

Raymond Lisiecki, Chairman
David Aznavoorian, Vice Chair
Rob Kocsmiersky, Clerk
Thomas L. Cooke
Paul McDermott
Ronald Hall

Meeting Minutes February 25, 2016

1) Call to Order

The meeting was called to order by Raymond Lisiecki, Chairman, at 7:00 p.m. at the Town Hall. Present at the meeting were David Aznavoorian, Paul McDermott, Ronald Hall, and Rob Kocsmiersky. Also in attendance was Richard Montuori, Town Manager, Karen Kucala, Finance Director, and Melissa Johnson, Recording Secretary.

Tom Cooke was not in attendance.

2) Budget Review (General Government, Finance and Town Clerk)

Accountant

Present was Karen Kucala, Finance Director. The total FY17 town manager recommended accountant budget is \$384,971, representing an increase of approximately \$10,089 from FY16. Ms. Kucala noted that the senior account clerk left to go to the DPW and a new employee was hired at a lower salary.

Ms. Kucala noted that there is a slight increase in repairs and maintenance due to the increase cost in copier cartridges and maintenance fees. They have been experiencing some problems with the copier; which is a lease. A request for a replacement has been made; however, the company continues to try to replace parts in an effort to repair the machine.

Ms. Kucala noted that there is a decrease in communications due to new phone and plans.

Ms. Kucala discussed the filing system used and the requirement to maintain paper copies. As a result, funds are being requested to help implement a more efficient system.

There is also an increase in staff development and travel for MUNIS and other training.

Mr. Kocsmiersky asked why the MUNIS costs were so high in 2014 and Ms. Kucala explained that this was previously in computer operations and was moved to Finance in 2014.

Mr. Aznavoorian discussed some of the department priorities including the Badger software; which has also been seen in other department requests. Ms. Kucala explained that it would cost no additional money for the program; however, staff training would be required to ensure it is being used correctly and efficiently.

Discussion took place on the Water and Sewer Department and Ms. Kucala expressed concerns with one person running the department alone. Calls received to the department are currently jointed between the Highway and Finance Departments. Discussion took place on the importance of having proper customer service. Mr. Hall noted that this department has been a one man show for far too long and agreed with Ms. Kucala.

Mr. McDermott asked if Travel and Staff Development are for different things and Ms. Kucala explained that one is for mileage and the other is for lodging. Mr. McDermott noted that both state "lodging". Ms. Kucala will look in to this.

Treasurer Unclassified

The total FY17 recommended Treasurer Unclassified budget is \$15,229,136 representing an increase of approximately \$375,040 from FY16. Mr. Aznavoorian asked if there are any major increases or decreases in union contracts and Mr. Montuori noted that there is nothing in the horizon.

Comment [MJ1]:

Assessors

Present was Joanne Foley, Assessor. The total FY17 town manager recommended Assessors budget is \$255,592, representing an increase of approximately \$3,246.

Ms. Foley explained that the salary decreases are the result of all new staff coming in at a lower pay level. There is an increase of approximately \$5,700 in professional services due to an increase in the software used and the contracts with those companies. In addition, there is a request to replace six of the department computers that are currently running on XP. The amount requested is \$5,420.

Treasurer Collector

Present was Kelly Odams, Tax Collector. The FY17 town manager recommended Treasurer Collector budget is \$391,417, representing a decrease of approximately \$38,229.

Ms. Odams noted that there is an increase of approximately \$18,166 in salaries due to a retirement within the department. There is a significant decrease in professional services due to the tax title budget being moved into the revolving account. Mr. Lisiecki asked how this has been working and Ms. Odams noted that she is pleased with it.

Town Clerk

Present was Denise Graffeo, Town Clerk. Ms. Graffeo noted that all of the budgets that fall under the Town Clerk are level funded with the exception of elections; which is due to the busy election year this year.

Elections

The FY17 town manager recommended elections budget is \$51,200, representing an increase of approximately \$27,330. Included within the election budget is salary for the election workers; which has been increased due to the increase in minimum wage.

Discussion took place on early voting and Ms. Graffeo noted that it is difficult to determine the costs associated with this.

Mr. Aznavoorian asked where the funds will come from for the new tabulators and Ms. Graffeo explained that she would like to utilize the State Grant funds received to purchase the tabulators. Discussion took place on the testing of the tabulators that is done prior to every election.

Mr. Kocsmiersky asked how many absentee ballots are received for the presidential election and Ms. Graffeo noted that for the last election over 1,000 absentee ballots were received. Discussion took place on the reasons for allowing an absentee ballot including physically not in town, handicap, or religious belief.

Parking Clerk

Ms. Graffeo noted that the FY17 Parking Clerk budget has been level funded at \$5,200.

Registrars

Ms. Graffeo noted that the FY17 Registrars budget has been level funded at \$3,550.

Town Clerk

The town manager's FY17 recommended Town Clerk budget is \$244,791, representing an increase of approximately \$8,602. Ms. Graffeo noted that there is an increase in salaries due to longevity and cost of living increases.

There is also a slight increase in Professional services for costs associated with the census and street listing books and a slight decrease in communications for the town clerk cell phone. Slight increase in travel for meetings and conferences.

General Government

Administrative Services

The total FY17 town manager recommended Administrative Services budget is \$86,330, representing an increase of approximately \$5,200 from FY16. Mr. Montuori noted that included within this budget is the salary for the human resource director.

The operating budget has been level funded.

Mr. McDermott asked how well the department runs with just one employee and Mr. Montuori explained that it has been working well and on occasion help is brought in for filing, etc.

Mr. Hall noted that the previous director left to go to the School Department and asked if the town's salary for this position is now in line with the schools and Mr. Montuori noted that he believes so.

Auxiliary Building (Town Hall Annex)

The total FY17 town manager recommended Auxiliary Building budget is \$32,400, representing a decrease of approximately \$10,000. Mr. Montuori noted that there are no pending issues with the building.

Board of Selectmen

The total FY17 town manager recommended Board of Selectmen budget is \$151,517, representing an increase of approximately \$1,700.

Cable TV

The total FY17 town manager recommended Cable TV budget has been level funded at \$3,129.

Cemeteries

The total FY17 town manager recommended Cemeteries budget has been level funded at \$3,000.

Mr. Hall asked if there have been any discussions regarding expansion of the cemetery and Mr. Montuori confirmed this and explained that the town has been working on obtaining some State land for the expansion.

Community Events

The total FY17 town manager's recommended Community Events budget is \$26,100, representing an increase of approximately \$15,000. Mr. Montuori explained that the town has agreed to assist with the costs associated with the police details for the 4th of July fireworks and Memorial Day Parade.

Mr. Hall asked if the Patriotic Activity Committee will be going away and Mr. Montuori noted that the PAC will be remaining in place.

Computer Services

The FY17 town manager's recommended Computer Services budget is \$178,715, representing an increase of approximately \$6,200.

Mr. Montuori noted that there is an increase in communications due to telephone costs at the Annex and the installation of three Comcast lines at the Town Hall, Senior Center, and DPW.

Mr. Montuori explained that he would like to invite the IT Director to a future Finance Committee meeting. Mr. Lisiecki expressed concerns with this being another department operating with only one employee.

Finance Committee

The FY17 town manager's recommended Finance Committee budget had been level funded at \$78,194.

Mr. Lisiecki suggested the members attend the conference in the spring as it is very beneficial.

Moderator

The FY17 town manager's recommended Moderator's budget has been level funded at \$525.

Solid Waste

The FY17 town manager's recommended Solid Waste budget is \$2,381,597, representing a decrease of approximately \$21,000 due to a reduction in contract related to fuel costs.

Mr. Montuori noted that residents are able to obtain a second recycle barrel at no additional cost.

Discussion took place on the Sutton Brook Remediation. It was noted that another 23 years remain.

Mr. Hall asked if the town has title to this property and Mr. Montuori confirmed this.

Street Lights

The FY17 Street Lights budget has been level funded at \$160,000. Mr. Montuori noted that next year it is his hope to purchase the street lights rather than renting them.

Mr. Lisiecki asked if there is an opportunity for a grant to change the street lights to LED lighting and Mr. Montuori explained that this could be done under the Green Community Grant.

Town Counsel

The FY17 Town Counsel budget has been level funded at \$150,000. Mr. Montuori noted that this includes the salary for both town counsel, Feeley & Brown, and senior town counsel, Charles Zaroulis.

Town Hall

The FY17 town manager's recommended Town Hall budget is \$98,805, representing an increase of approximately \$1,900. Mr. Montuori explained that the salary for the facilities maintenance person is included in this budget and noted that the cleaning is now only being done at the town hall, Annex, and DPW. The police station is no longer being done by this person.

Mr. Hall asked if this position is now full time and Mr. Montuori confirmed this.

Mr. Lisiecki asked if the utilities are tracking and Mr. Montuori noted that he has not had the opportunity to take a close look at this yet.

Town Manager

The total FY17 recommended Town Manager's budget is \$299,972, representing an increase of approximately \$18,000. Mr. Montuori noted that the Executive Assistant, Helen Chambers, will be retiring next March. A replacement will be brought in to work with Ms. Chambers prior to her departure.

Mr. Montuori explained that the Board of Selectmen requested \$8,000 be added to the Town Manager budget for the 2.5% cost of living increases for this year as well as last years; which was inadvertently forgotten.

Discussion took place on hiring an assistant town manager. Mr. Montuori explained that he would prefer to hire a facilities manager first to take some of the burden off of the departments and then look into hiring an assistant town manager.

Town Manager Unclassified

The FY17 Town Manager Unclassified budget is \$20,327,775, representing an increase of approximately \$300,000. Mr. Montuori noted that the Essex Aggie Assessment has been level funded as he is not yet sure what it will be. Mr. Hall asked if Tewksbury provides the transportation to Essex Aggie and Mr. Montuori confirmed this in the amount of approximately \$26,000.

Mr. Montuori noted that he budgeted for a 2% increase; however, this will likely increase prior to the budget being finalized.

Veterans

The FY17 town manager's recommended Veteran's budget is \$398,583 representing an increase of approximately \$3,400. Mr. Montuori explained that this budget has increased over the years for the agent's salary. This budget can be adjusted in the spring as necessary.

MOTION: Mr. Aznavoorian made the motion to tentatively accept the town managers recommended FY17 General Government, Finance Department, and Town Clerk budgets; seconded by MR. McDermott and the motion carried 5-0.

3) Town Manager and Finance Director Reports (as applicable)

Reserve Fund Transfers

No.	Amount	To	Reason
1	\$5,000	Town Manager - Professional Services	Grant match for energy efficiency project regarding the Food Pantry building located at the DPW

MOTION: Mr. Hall made the motion to approve Reserve Fund Transfer No. 1 in the amount of \$5,000; seconded by Mr. Aznavoorian and the motion carried 5-0.

Lateral Fund Transfers

No.	Amount	From	To	Reason
22	\$15,000	Police – Utilities	Police Maintenance Supplies/Repairs	Due to unforeseen HVAC, Plumbing, Electrical and emergency generator repairs this account has been depleted. This transfer should be sufficient to fund this account for the remainder of the year,

MOTION: Mr. Aznavoorian made the motion to approve Lateral Fund Transfer No. 22 in the amount of \$15,000; seconded by Mr. Kocsmiersky and the motion carried 5-0.

Mr. Montuori noted that one of the police cruisers was recently in an accident and was totaled. The insurance company will be paying approximately \$32,800 for the loss. Mr. Montuori explained that with the insurance recovery account, if the amount is over \$20,000 it is required to go to town meeting for approval. Until that time, the police department is out a vehicle. Mr. Montuori suggested utilizing funds from the reserve fund to purchase a vehicle now and then requesting the funds be put back into the reserve fund in the fall. It was the consensus of the members present that this would be the best solution.

4) Finance Committee Matters of Interest (as applicable)

None

5) Committee Member Reports (as applicable)

Economic Development Committee

Mr. McDermott noted that there is nothing new to report.

Computer Study Committee

Mr. Aznavoorian noted that the Computer Study Committee has not met.

6) Approval of Meeting Minutes – March 2, 2015, April 9, 2015, December 10, 2015, October 6, 2015, September 23, 2015, September 9, 2015, April 22, 2015 and April 2, 2015.

MOTION: Mr. Aznavoorian made the motion to approve the March 12, 2015 meeting minutes; seconded by Mr. Kocsmiersky and the motion carried 4-0-1. Mr. Hall did not take part in this vote.

MOTION: Mr. Aznavoorian made the motion to approve the April 9, 2015 meeting minutes; seconded by Mr. Kocsmiersky and the motion carried 4-0-1. Mr. Hall did not take part in this vote.

MOTION: Mr. Aznavoorian made the motion to approve the December 10, 2015 meeting minutes as amended; seconded by Mr. Kocsmiersky and the motion carried 4-0-1. Mr. Hall did not take part in this vote.

MOTION: Mr. Aznavoorian made the motion to approve the October 6, 2015 meeting minutes as presented; seconded by Mr. McDermott and the motion carried 4-0-1. Mr. Hall did not take part in this vote.

MOTION: Mr. Aznavoorian made the motion to approve the September 23, 2015 meeting minutes as presented; seconded by Mr. McDermott and the motion carried 4-0-1. Mr. Hall did not take part in this vote.

MOTION: Mr. Aznavoorian made the motion to approve the September 9, 2015 meeting minutes as presented; seconded by Mr. Kocsmiersky and the motion carried 4-0-1. Mr. Hall did not take part in this vote.

MOTION: Mr. Aznavoorian made the motion to approve the April 22, 2015 meeting minutes as presented; seconded by Mr. McDermott and the motion carried 3-0-2. Mr. Hall and Mr. Kocsmiersky did not take part in this vote.

MOTION: Mr. Aznavoorian made the motion to approve the April 2, 2015 meeting minutes as amended; seconded by Mr. Kocsmiersky and the motion carried 4-0-1. Mr. Hall did not take part in this vote.

7) Approval of Payment of Recording Secretary and Time sheet

None.

8) Future Proposed Meeting Dates (subject to change)

Discussion took place on the Committee having not yet received the School Department budget. Mr. Lisiecki noted that the school budget is scheduled to be reviewed at the next meeting and suggested rescheduling this and possibly reviewing fire and/or police. Mr. Montuori suggested reviewing the DPW instead and will check to see if this possible.

The next meeting is scheduled for Thursday, March 3, 2016 at the Town Hall.

Adjourn.

MOTION: Mr. Aznavoorian made the motion to adjourn at 8:45 p.m.; seconded by Mr. Hall and the motion carried 5-0.

Approved: March 10, 2016

**Documents Presented and/or Discussed
February 25, 2016**

- 1) FY17 Town Manager's Recommended Budget
A copy can be found with the Finance Department or Town Manager
- 2) Reserve Fund Transfer No. 1
A copy can be found with the Finance Department
- 3) Lateral Transfer No. 22
A copy can be found with the Finance Department
- 4) Meeting Minutes - March 2, 2015, April 9, 2015, December 10, 2015, October 6, 2015, September 23, 2015, September 9, 2015, April 22, 2015 and April 2, 2015
A copy can be found with the Town Clerks office